

## UPDATING AN ACCOUNT

Enter the User Name and Password, then click Login

**Welcome to the AMS ADVANTAGE Vendor Self Service System**

**Registered Users**

- . Account Maintenance
- . Respond to Solicitations

User Name :

Password :

**Login**

[Forgot Your Password? Click Here](#)

**New Users**

**Register**

- . Add my company
- . Add my location to existing account
- . Create User ID for existing account

**Public Access**

- . View Posted Solicitations
- . View Award Notices
- . View vendor to vendor solicitation comments

Click on Account Maintenance

**Welcome to the AMS ADVANTAGE Vendor Self Service System**

This site is divided into the following areas:

- [Business Opportunities](#) - Allows you to search the current opportunities available to **sell** your goods or services to our organization or to **buy** our
- [My Bids](#) - You may view, edit, or check the status of bids you have submitted.
- [Account Maintenance](#) - Gives you the opportunity to maintain your account information.
- [Forms and Additional Information](#) - Provides Department Listings, Bulletin Board View, and Forms that are available for view and download onlin
- [Catalog Search](#) - Search available eProcurement Catalogs.

The links at the top will allow you to move between the main areas of our system.

Depending on the information to be updated, click on the applicable field below.

▼ **Account Maintenance**

- [Headquarters Information](#)
- [Master Addresses](#)
- [Contacts](#)
- [Location Information](#)
- [Address Information](#)
- [W-9 Information](#)
- [Business Types](#)
- [Service Areas](#)
- [Commodities](#)
- [User Information](#)
- [Location Users](#)

## Account Maintenance

This section will allow you to maintain the information about your account. Please

---

- [Headquarters Information](#)** This section allows you to view and edit
- [Master Addresses](#)** This section allows you to view and edit street a
- [Contacts](#)** This section allows you to view and edit contact information.
- [Location Information](#)** This section allows you to view and edit more
- [Address Information](#)** This section allows you to view and edit which address, as well as indicate additional notes and information. Street Ad
- [W-9 Information](#)** This section allows you to view and edit information
- [Business Types](#)** This section allows you to view and edit the busines
- [Service Areas](#)** This section allows you to view and edit the geograph
- [Commodities](#)** This section allows you to view and edit the commoditi
- [User Information](#)** This section allows you to view and edit your VSS I
- [Location Users](#)** This section allows you to view and edit the list of us

NOTE: Each time you save the information, the system will check for errors. If there were errors with the information provided, you will see the below message. Click here to view the messages.

● You have 1 message. Click [here](#) to view the message.

The error message is shown here. You would need to click on each item relating to the error message, then save the information as applicable.

## Messages

[Menu](#)

This page lists errors or warnings from the previous page. Errors must be corrected before your information can be saved. Click [Here](#) to close this window and return to previous page.

Message	Severity	Context
Street 1 is required. (A1428)	Error	

Click update to modify the address information. **Be sure to save changes.**

### Master Addresses

The Current list of all the Addresses on file for your Headquarters. Please click Update to modify or delete existing address information. Master Users can update address information.

Address ID	Street 1	City	State/Province	Zip/Postal Code	Pending Changes	
✓ AR106	123 W Indiana Ave	DeLand	Florida	32724	<input checked="" type="checkbox"/>	<a href="#">Update</a> <a href="#">View Pending Changes</a>

[First](#) [Prev](#) [Next](#) [Last](#)

---

**Add Items** **Pending Additions**

Address ID : AR106      Country : US  
Street 1 : 123 W Indiana Ave      Phone : 386-626-6627  
Street 2 :      Phone Extension : 6627  
City : DeLand  
State/Province : FL  
Zip/Postal Code : 32724

Enter the information as applicable, then click Save Changes. *Note: Please keep in mind that all changes made to an existing address will not update all your locations that use this Address ID. Prior updates that have not yet been approved are displayed in this view.*

### Update Master Addresses

Edit the values below and click Save Changes to save your changes. A red star denotes a required field. When creating a new entry, if the Address empty, a new Address ID will be generated and assigned to you. Please keep in mind that all changes made to an existing address will not update all locations that use this Address ID. Prior updates that have not yet been approved are displayed in this view.

**Save Changes** **Cancel** **Delete**

Address ID : AR106      Country :

\*Street 1 :       Phone :

Street 2 :       *Format XXX-XXX-XXXX*

\*City :       Phone Extension :

\*State/Province :

Zip/Postal Code :

To change Contact Information, click on the Contacts field

- ▼ Account Maintenance
  - Headquarters Information
  - Master Addresses
  - Contacts
  - Location Information
  - Address Information
  - W-9 Information
  - Business Types
  - Service Areas
  - Commodities
  - User Information
  - Location Users

Click on Update to change the contact information. Note: Only Headquarter Master Users may update the contact information. **Be sure to save changes.**

## Contacts

All Contacts on file for your Headquarters. Please click Update to edit or delete existing contact information. Only Headquarters Master Users can update Contact information.

Contact ID	Contact Name	Email	Phone	Pending Changes	
✓ CT106	Jennifer Ditslear	jditslear@co.volusia.fl.us	386-626-6627	<input type="checkbox"/>	<a href="#">Update</a> <a href="#">View Pending Changes</a>

First Prev Next Last

To change/add/delete Commodity information, click on Commodities

▼ Account Maintenance
<a href="#">Headquarters Information</a>
<a href="#">Master Addresses</a>
<a href="#">Contacts</a>
<a href="#">Location Information</a>
<a href="#">Address Information</a>
<a href="#">W-9 Information</a>
<a href="#">Business Types</a>
<a href="#">Service Areas</a>
<a href="#">Commodities</a>
<a href="#">User Information</a>
<a href="#">Location Users</a>

A list of current commodities will be listed. Click on update to add or delete commodities.

## Commodities

The current list of Commodities that your location offers. Click on Update to delete or add Commodities

Commodity/Service Code	Commodity Description	Pending Changes
✓ 94419	Animal Farming and Ranching Services	<input type="checkbox"/>
04000	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING A	<input type="checkbox"/>

First Prev Next Last

[Update](#) [Pending Additions](#)

Click on Add Items to insert another commodity. If you need to delete an existing commodity, highlight the commodity description (it will show a check mark once selected), then click Delete. **Be sure to save any changes made.**

## Commodities

Current list of Commodities that your location is currently registered for. Please update (add, change, delete ) commodity information as needed. Remember only 'Master Users' can update Commodity information.

Commodity/Service Code	Commodity Description
✓ 91419	Animal Farming and Raising Services
91430	Concrete
96888	Tree and Shrub Removal Services
04000	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING A
First	Prev
Next	Last
Save Changes	Cancel
Delete	Add Items

As applicable, click on each of the areas below to update your account. **Be sure to save any changes made** after making any updates or changes to your account!

▼ Account Maintenance
<a href="#">Headquarters Information</a>
<a href="#">Master Addresses</a>
<a href="#">Contacts</a>
<a href="#">Location Information</a>
<a href="#">Address Information</a>
<a href="#">W-9 Information</a>
<a href="#">Business Types</a>
<a href="#">Service Areas</a>
<a href="#">Commodities</a>
<a href="#">User Information</a>
<a href="#">Location Users</a>